

United States Environmental Protection Agency Washington, DC 20460

Request for and Authorization of Overtime Work

1. For Pay Period Ending	2. Account Number
01/26/14	
3. Document Control Number	4. Estimated Cost
5. Check One	

X Extension

Original Request

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in Agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance (T&A) Card, EPA Form 2565-1, -2, or -3.

6. Justification or Reason

Assisting at Charleston Response Chemical Leak.

7. Employee's Name	8. Social Security Number	9. Grade	10. Authorized O		d Overtime
		or Rate	Estimated No. of Hours	Comp Time	Dates
Dominic Ventura		Ex. 6 - Personal Privacy	40	9	01/14/14 — 01/20/14
11. Requested by Fran Burns	Title Western Response Branch Chief		:	Date	
12. Approved by Dave Wright	Title Associate Director Office of Preparedness and Response		Date		
13. Approved by	Title		Date		
Karen Melvin	Acting Deputy Director, Hazardous Site Cleanup Division				

EPA Form 2560-7 (Rev. 5-86) Previous editions are obsolete.